



**COTSWOLD**  
DISTRICT COUNCIL

---

# **AUDIT COMMITTEE**

## **AGENDA**

**Tuesday 5th January 2016, 10.00 a.m.**

---

**Council Chamber, Trinity Road, Cirencester**

## NOTES

### (i) Questions Arising on the Agenda

If any Member has any questions regarding either (a) an update/progress report on a specific item contained in the Minutes of the previous Meeting or (b) a report contained within the Agenda, he/she is requested to give advance notice of such question to the Director/Officer originating the report or to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

With specific regard to the Minutes of previous Meetings, Members' attention is drawn to Council Procedure Rule 17.1 which provides that, once the Minutes have been signed, Members may ask questions to ascertain what progress has been made on a particular matter referred to in the Minutes, but may not make any other statement or generate discussion on the Minutes.

### (ii) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE BEFORE** the start of the Meeting.

### (iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the Meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the Meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chairman will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

For further information, please read the Notices displayed inside and outside the Meeting venue and/or speak with the Committee Administrator.

### (iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Derek Chiplin on 01285 623204 who will be the Committee Administrator responsible for the Meeting.

Distribution:

All Members of the Audit Committee  
(Councillors T Cheung, PCB Coleman, BS Dare, R Theodoulou and LR Wilkins)

All other Councillors for information

DC

for

**Nigel Adams**  
Head of Democratic Services

22<sup>nd</sup> December 2015

# AUDIT COMMITTEE : 5<sup>TH</sup> JANUARY 2016

## AGENDA

- (1) **Apologies**
- (2) **Substitute Members** - To note details of any substitution arrangements in place for the Meeting.

**Note:**

The procedures in respect of substitution arrangements are principally set out in Council Procedure Rule 29. Particular attention is drawn to the fact that the Head of Democratic Services must be notified of any intended substitution **by 5.00 p.m. on the working day prior to the day of the Meeting**. Please note that neither a Member of the Cabinet, nor the Chairman of the Council, may substitute.

- (3) **Declarations of Interest** - To receive any declarations of interest from Members under:-
  - (i) the Code of Conduct for Members; and/or
  - (ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).

- (4) **Minutes**

To confirm the Minutes of the Meeting of the Audit Committee held on 22<sup>nd</sup> September 2015 (attached).

- (5) **Chairman's Announcements** (if any)
- (6) **Public Questions** - Council Procedure Rule 10 - Not more than fifteen minutes allowed for written questions to be put by Local Government electors within the Cotswold District on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.
- (7) **Member Questions** - Council Procedure Rule 11 - Not more than fifteen minutes allowed for written questions to be put by Members on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.

## Items for Consideration and Decision

(8) **Annual Audit Letter (Head of GO Shared Services)**  
**(Page 1)**

To consider the Annual Audit Letter from Grant Thornton, the Council's external auditors.

Officer Recommendation

*That the Annual Audit Letter for the financial year ending 31<sup>st</sup> March 2015 be noted.*

Officer Ref: Jenny Poole (01285 623313)

(9) **Grant Thornton - Certification Work for the Year Ending 31<sup>st</sup> March 2015**  
**(Head of GO Shared Services)**  
**(Page 9)**

To receive the letter from Grant Thornton, the Council's external auditors, detailing the outcome of certification work carried out on the Housing Benefit subsidy return for 2014/15.

Officer Recommendation

*That the Certification Work for the financial year ending 31<sup>st</sup> March 2015 be noted.*

Officer Ref: Jenny Poole (01285 623313)

(10) **Grant Thornton - Update (Head of GO Shared Services)**  
**(Page 14)**

To consider an update report from Grant Thornton, the Council's external auditors.

Officer Recommendation

*That the update report from Grant Thornton be noted.*

Officer Ref: Jenny Poole (01285 623313)

(11) **Counter Fraud and Anti-Corruption Policy (Head of Audit Cotswolds)**  
**(Page 30)**

To consider the draft Counter Fraud and Anti-Corruption Policy and to comment thereon to the Cabinet.

Officer Recommendation

*That the Audit Committee considers the Policy and forwards any comments thereon to the Cabinet, to aid its consideration of the Policy at its February 2016 Meeting.*

Officer Ref: Robert Milford (01285 623350)

(12) **Internal Audit Monitoring Report (Head of Audit Cotswolds)**  
**(Page 47)**

To consider a summary of the activity undertaken by Internal Audit.

**Officer Recommendation**

*That the Audit Committee considers the report and makes comment on its content, as necessary.*

Officer Ref: Robert Milford (01285 623350)

(13) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)